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ABSTRACT

Functional definitions of all work performed by the University of California (UC) libraries is presented. The work of the total system has been divided into 21 major functional areas called subsystems and these have been further subdivided into 71 more specific functional segments called modules. Existing organizational structure of the UC libraries varies greatly and the functional definitions are independent of these variations. Similarly, each segment of the system is defined to deal with all types of library materials so that the definitions are independent of material categories. Finally, the definitions were developed with a minimum emphasis on current manual or possible future mechanized means for performing the functions. (Other documents on this program are: LI 003640 and 003642.) (Author)

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LIBRARY SYSTEMS DEVELOPMENT PROGRAM

LSD 71-5

LIBRARY SYSTEM DEFINITION

FUNCTIONS & INTERFACES

January 1971

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ABSTRACT

Functional definitions of all work performed by UC Libraries is presented. The work of the total system has been divided into 21 major functional areas called Subsystems and these have been further subdivided into 71 more specific functional segments called Modules. Existing organizational structure of the UC libraries varies greatly and the functional definitions are independent of these variations. Similarly, each segment of the system is defined to deal with all types of library materials so that the definitions are independent of material categories. Finally, the definitions were developed with a minimum emphasis on current manual or possible future mechanized means for performing the functions.

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BACKGROUND

I. BACKGROUND

One of the earliest University-wide efforts undertaken by the Library Systems Task Force was the development of a set of standard definitions for the major functions in which the libraries of the University of California are engaged. The Systems Definition Committee originally consisted of Fred Bellomy (UCSB - Chairman), Ralph Shoffner (ILR), Herb Ahn (UCI), and Don Bosseau (UCSD). This group surveyed the literature including the various standard texts on library operations, and compared these previous works against the UC operations. After several months of work, a document (UCSB 68/9-42, 13 June 1969) listing 134 "modules" was submitted to all of the attached members of the ILR Task Force for in depth review with operating level library personnel in their libraries. This document did, indeed, receive very wide review and the comments were volumnous. The Committee then analyzed the responses and prepared a new working document (SYSDEF 70-1, 13 Jan 1970) containing an expanded list of 150 "modules". In July 1969, Herb Ahn assumed the Chairmanship of the Committee and proceeded to direct a continuing analysis of the UC Library Systems Definitions.

After a considerable amount of work including additional reviews by library personnel at several of the campuses, the basic structure reflected in the definitions reported here were formulated and reported to the UNCLSTAF (UC Library Systems Development Task Force) at its February meeting. This document received further reviews by campus personnel and resulted in a revised version issued on 5 March 1970 as SYSDEF 70-3. Additional reviews and modifications continued to be made and the Committee decided that further formalized modifications of the definition at that time might lead to unwanted constraints on those who would be responsible for the design effort later and so chose to recommend that the report be treated as a working document. This decision was reported to the UNCLSTAF representative at their June 1970 meeting. The Committee was then dissolved. The edited version of that working document was issued as LSD 70-21 (20 July 1970).

Throughout all of the analysis and negotiations, participants were asked to indicate their feelings about development priorities. The requests for such information became increasingly formalized and the results of the last and most formal request were reported on 13 May 1970 in SYSDEF 70-3. It was the results of this anlaysis which identified the Order Subsystem as having first priority for development with the Standard Loan Subsystem following in second place. The remaining twenty-three originally defined subsystems were similarily ranked by priority.

In the process of refining the definition of the Order and Standard Loan Subsystems in preparation for a detailed cost analysis, additional modifications and refinements of the definitions were made. The present document reflects the results of these most recent efforts.

II. SUMMARY

The full set of subsystems and modules which comprise the total library system defined for the University of California is summarized on the back cover of this document. A flow chart representing the primary interrelationships among the subsystems is presented as Figure 1. It will be noted that library operations typically divide themselves into three main functional areas: User Services, Processing Services, and Administrative Services. The Administrative Subsystems perform functions for the entire library organization necessary to insure a smooth working environment in which the primary functions of the organization, User and Processing Services, can be performed.

The User Services Subsystems involve those functions of the library which directly assist patrons in their efforts to make effective use of the library services. The Processing Service Subsystems cover all of those functions of the library involved in acquiring and preparing for use the full range of library materials.

No particular organizational structure is meant to be implied by the way the library operation has been subdivided. In fact, an organizationally independent structure was purposely selected in order to define operations in a way which would be applicable to the side range of organizational structures within the University. Similarly, the functional definitions of library operations have been made broad enough to accomodate the full range of library material types handled throughout the system. Thus, the definitions do not include such things as a Serials Control System, or a Monographic Ordering System. We do recognize, however, that certain of the modules (such as 6.4 - Receiving) must be designed to accommodate more than one significantly different class of material (such as monographs and serials).

This approach will permit any library in the UC system to incorporate whatever organizational structure appears to be optimum for its particular situation by assigning the functions of a uniquely selected set of modules for an organizational unit defined by the library. Thus, a library which chooses to implement a Central Serials Processing operation would install the complete Order Subsystem utilizing all of the optional facilities provided for dealing with serials.

While the present document represents a great deal of work and a long history of analysis and negotiation, no one who has worked on it would ever suggest that it is, in any way, final. Quite the contrary, we will continue to consider it to be a working document which will be revised many times before the total library system for the University has been developed. In this regard, anyone interested in the development of library systems for UC is encouraged to critically review the work presented here and submit pertinent comments on any aspect of it to the UCLSD Program Office.

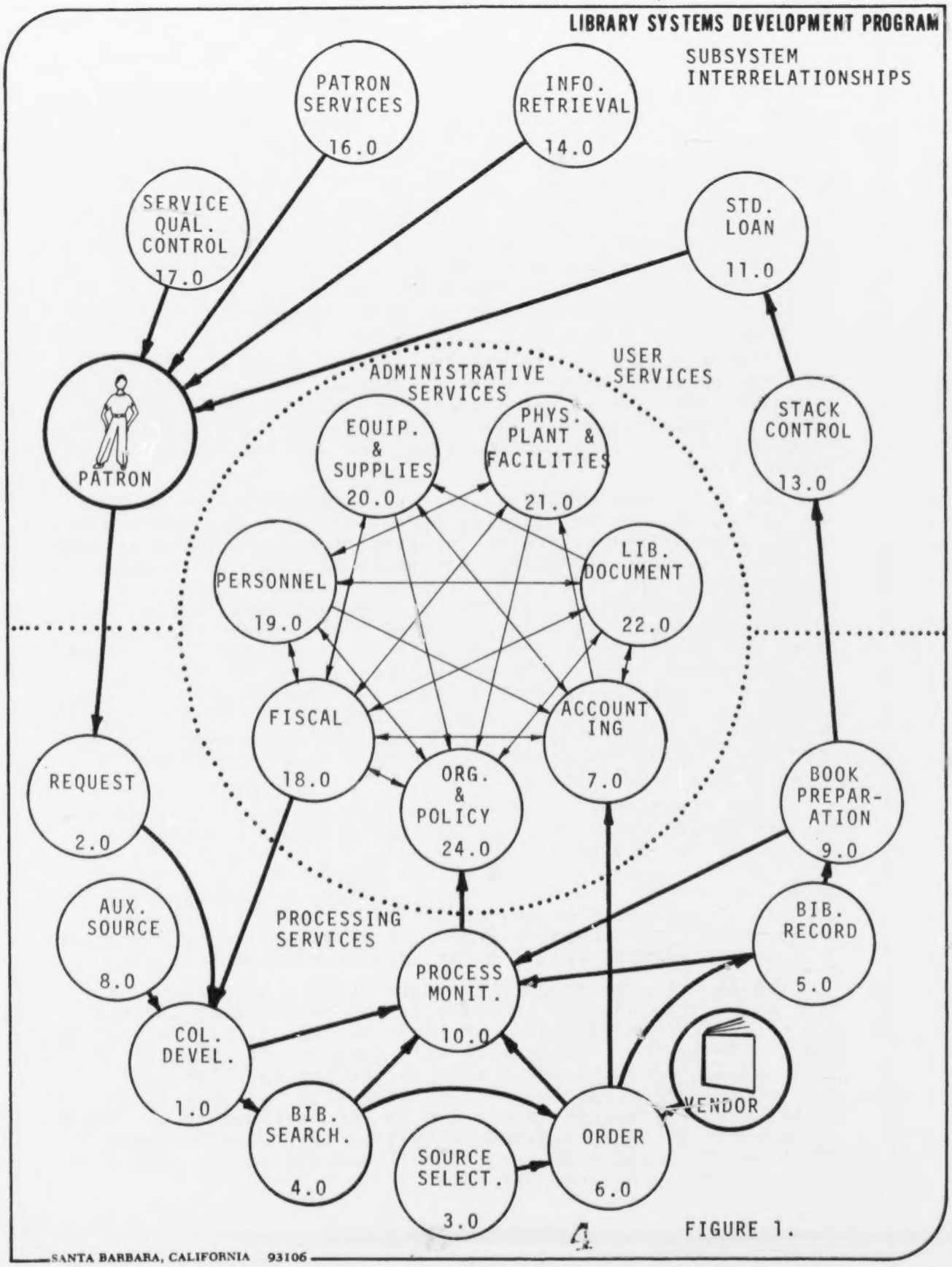
LIBRARY SYSTEMS DEVELOPMENT PROGRAM
SUBSYSTEM INTERRELATIONSHIPS
PATRON SERVICES 16.0
INFO. RETRIEVAL 14.0
SERVICE QUAL. CONTROL 17.0
STD. LOAN 11.0
PATRON
ADMINISTRATIVE SERVICES
USER SERVICES
EQUIP. & SUPPLIES 20.0
PHYS. PLANT & FACILITIES 21.0
STACK CONTROL 13.0
PERSONNEL 19.0
LIB. DOCUMENT 22.0
FISCAL 18.0
ACCOUNTING 7.0
ORG. & POLICY 24.0
REQUEST 2.0
BOOK PREPARATION 9.0
AUX. SOURCE 8.0
PROCESSING SERVICES
BIB. RECORD 5.0
PROCESS MONIT. 10.0
COL. DEVEL. 1.0
VENDOR
BIB. SEARCH. 4.0
SOURCE SELECT. 3.0
ORDER 6.0
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FIGURE 1.

DEFINITIONS

DEFINITIONS

1.0 COLLECTION DEVELOPMENT SUBSYSTEM

1.1 COLLECTION INFORMATION MODULE

Maintains and analyzes statistics on collection size and development. Monitors collection changes as a function of time, subjects, types of material, volume of material and location. Produces analytical reports.

1.2 COLLECTION PLANNING MODULE

Projects required collection development needs. Sets collection policy. Develops budget requests. Manages book funds. Determines amounts for standing orders, approval plans, retrospective buying, and subject areas.

1.3 LIBRARY MATERIALS SELECTION MODULE

Selects library material. Authorizes or declines all requests for items requested by faculty, staff or students (whether submitted on a request card, a marked list, a dealers catalog or other means). Obtains appropriate committee approvals where necessary.

1.4 OFFERINGS EVALUATION MODULE

Evaluates and authorizes purchase of bulk purchases. Sets up standing order plans. Continues to evaluate plans. Evaluates titles in bulk purchases and on approval plans. Evaluates gifts and titles on gifts. Decides destination of duplicates. Evaluates exchange offers.

2.0 REQUEST SUBSYSTEM

2.1 REQUEST HANDLING MODULE

Prepares requests for entrance into the system. Entails channeling request to appropriate selection personnel. Sets up preliminary in process record.

2.2 REQUEST HANDLING SERVICES MODULE

Receives and processes requests for reserves. Transmits requests for material to be purchased. Transmits information for changing public holding records to show new location.

3.0 SOURCE SELECTION SUBSYSTEM

3.1 VENDOR DECISION MODULE

Correlates and organizes information required to systematically evaluate publishers, dealers, and overall market trends. Searches for bulk purchases or gifts which might be available. Evaluates dealers and determines which dealers will be used for in print, out of print and standing orders (approval plans and blanket orders).

3.0 SOURCE SELECTION SUBSYSTEM (Continued)
3.2 VENDOR PERFORMANCE ANALYSIS MODULE Analyzes and evaluates the performance of vendors, standing order plans, blanket order, approval plans, etc.. Response time, discount rate, dealer report rate, problem rate, etc. are analyzed.
4.0 BIBLIOGRAPHIC SEARCHING SUBSYSTEM
4.1 SEARCHING MODULE Verifies or establishes the correct main entry and the whole bibliographic description for all library materials. Determines their presence or absence in the library or the existance of an outstanding order for the work. Locates catalog copy, if possible. Determines if book is in print. Locates price. Verifies entry after dealer notifies the library that he is holding material for a firm order. Records results of searching.
5.0 BIBLIOGRAPHIC RECORD SUBSYSTEM
5.1 BIBLIOGRAPHIC RECORD MODULE Obtains catalog copy for adaption. Creates the complete bibliographic record for cataloging. Establishes call number. Establishes subject headings. Provides the data for authority file. Indicates location of material. Specifies book labeling and binding data.
5.2 CATALOG MAINTENANCE MODULE Produces entries for various files (e.g. shelf list, card catalog, book catalog, on-line catalog, special catalogs, Kardexes, etc.). Prepares and maintains files. Withdraws entries. Maintains filing rules. Annotates public records to indicate lost or moved books.
5.3 BIBLIOGRAPHIC AUTHORITY CONTROL MODULE Creates and maintains all authority files (except shelf list; see 5.2) involved in the cataloging process, including subject, series, serials, names, corporate entries, geographic names, etc.
6.0 ORDER SUBSYSTEM
6.1 SURPLUS CONTROL MODULE Decides destination of unwanted items (including <u>any</u> correspondence). Disseminates unwanted items, including material for exchange.

6.0 ORDER SUBSYSTEM (Contined)

6.2 ORDER INITIATION MODULE

Tells the vendor what it is that the library requires. Requests price quotations. Prepares pre-payment documents when necessary. Orders government stamps if used. Handles cancellations and ceased publications. Sets up final in-process record including receiving records.

6.3 CLAIMS PROCESSING MODULE

Evaluates the in-process file, outstanding order files and serials receiving files in order to identify missing materials for which claims should be made. Makes claims on orders, continuations, and serials. Claims invoices on materials already arrived. Claims material on invoices received. Processes responses to claims. Returns damaged material and handles related correspondence.

6.4 RECEIVING MODULE

Facilitates receiving of and records the arrival of library material, routing it to the next appropriate processing station. Changes in-process record. Receives OP material from want list and material on quotes, transmitting information to order initiation and want list processing. Prepares public records of receipt.

6.5 INVOICE PROCESSING MODULE

Receives invoices from vendors, records the amounts billed, verifies the receipt of acceptable library material, and authorizes the University accounting system to make payment. Verifies that University has paid for material received and makes use of credit memos.

6.6 VENDOR FILE MAINTENANCE MODULE

Maintains records of information about each of the vendors used by the library. Includes current address, subject of language specialties, terms, past performance, contact names, and volume of business records. Maintains special dealer files for in print and OP dealer assignment. Provides a priority list of preferred vendors for automatic assignment.

6.7 WANT LIST PROCESSING MODULE

Processes requests for OP material sending them to appropriate dealers for searching. Keeps track of searching and initiates new searches. Processes replies on searches. Includes want lists for periodical back files.

7.0 ACCOUNTING SUBSYSTEM

7.1 BOOK FUND ACCOUNTING MODULE

Maintains a record of commitments against the library's various book funds. Maintains a record of expenditures against these funds reconciling its records with University Accounting. Provides reports on status of funds throughout the year. Maintains exchange balance records.

7.2 CURRENCY CONVERSION MODULE

Makes currency conversions.

7.3 ADMINISTRATIVE ACCOUNTING MODULE

Maintains internal library records of commitments and expenditures on all funds (S & E, E & F, GA, salaries, etc.) except book fund.

8.0 AUXILIARY SOURCE SUBSYSTEM

8.1 DONOR REGISTRY MAINTENANCE MODULE

Maintains records of past donor performances, acknowledges gifts.

8.2 EXCHANGE PROGRAM CONTROL MODULE

Processes exchange arrangements, requests and offers.

9.0 BOOK PREPARATION SUBSYSTEM

9.1 BINDING CONTROL MODULE

Performs all the functions connected with preparing monographs and serials for the bindery, keeping maintenance records, sending material, and checking in of bindery material. Predicts the need for binding.

9.2 BOOK PROCESSING MODULE

Labels books for circulation control, shelving and when necessary, accessing. Handles conventional or machine-readable labeling , opening pages, paper cutting, tipping in, book mending and reinforcing, stapling, gluing.

10.0 PROCESS MONITORING SUBSYSTEM

10.1 COST ACCOUNTING MODULE

Compares quantities of work produced against operating costs. Provides unit costs of all service and processing work performed by the library. Analyzes historical trends and provides comparisons of unit costs with established standards. Prepares exception reports for management action.

10.0 PROCESS MONITORING SUBSYSTEM (Continued)

10.2 IN-PROCESS CONTROL MODULE

Maintains and makes available an in-process record of all items requested indicating their progress through the library. Analyzes processing work flow patterns for improvements and possible bottlenecks. Indicates location of in-process material.

11.0 STANDARD LOAN SUBSYSTEM

11.1 BOOK CHARGING MODULE

Charges material to patrons. Creates a record to show the location of all material charged. Renews library materials.

11.2 BOOK DISCHARGING MODULE

Records return of library material so that charge files may be cleared. Transfers charge record to history file for collection use analysis. Identifies books to be discarded, rebound, or mended. Accomplishes the needed mending.

11.3 HOLDS, RECALLS AND SEARCHING MODULE

Handles requests for material not on the shelf (holds, recalls, and searches). Provides means of identifying books during the discharge process which have been requested by other patrons. Maintains records of requests. Searches for missing material. Notifies patron when requested material is available.

11.4 LONG-TERM LOAN LIST PRODUCTION MODULE

Produces periodic lists of materials charged on a long-term basis to either patrons or special locations.

11.5 INTERLIBRARY LOAN CONTROL MODULE

Handles all interlibrary loan and borrowing activities, including determining whether we own copies of material, recording information about borrowing or loaning library, and transmittal of material.

11.6 PATRON REGISTRY MAINTENANCE MODULE

Interfaces with student and faculty information maintained by other departments of library. Maintains a registry of patrons other than faculty, staff and students.

11.0 STANDARD LOAN SUBSYSTEM (Continued)

11.7 OVERDUE BOOK PROCESSING MODULE

Includes all overdue and fine procedures. Identifies overdue books, sends out notices. Calculates overdue fines. Assigns processing charges and book replacement costs for lost material. Reinstates lost books.

13.0 STACK CONTROL SUBSYSTEM

13.1 COLLECTION ACCESSIBILITY CONTROL MODULE

Directs the relocation of library materials for improved accessibility or of necessity. Maintains record of the location of various library holdings. Identifies titles (or segments of collection) which should be moved to branch libraries, stored, or weeded from collection.

13.2 COLLECTION INVENTORY MODULE

Performs physical inventory of the collection. Calculates loss rate (searches missing items). Notifies catalog maintenance of missing material.

13.3 STACK MAINTENANCE MODULE

Pages library materials where necessary. Shelves, reshelves, reads shelves, shifts material.

14.0 INFORMATION RETRIEVAL SUBSYSTEM

14.1 BIBLIOGRAPHY PREPARATION MODULE

Prepares specialized bibliographies from manual and machine-readable sources of bibliographic information.

14.2 SELECTIVE DISSEMINATION OF INFORMATION MODULE

Prepares lists of citations of current works in a specific subject range for individual users on a regular periodic basis.

16.0 PATRON SERVICES SUBSYSTEM

16.1 INFORMATION GUIDANCE SERVICES MODULE

Provides personal service to the patron in providing information and assistance in use of the collection, building, building, and services. Makes use of special files, special collections, tours, lectures, audio-visual devices, guides, and bibliographies, signs, etc.. Provides full range of reference services.

16.0 PATRON SERVICES SUBSYSTEM (Continued)

16.2 PATRON SERVICES MODULE

Includes all library services not directly related to using the information resources. Provides copy service for patrons. Provides sale of pencils, food, change, telephones Lost & Found. Provides microreaders and some audio isual equipment. Provides intercampus transportation.

17.0 SERVICES QUALITY CONTROL SUBSYSTEM

17.1 FACULTY LIAISON MODULE

Involves library-to-faculty communications and discussions on purchases.

17.2 PATRON RELATIONS MODULE

Involves library-patron communication, discussion, and decision, particularly in regard to service. Includes contact with faculty on reserves. Impliments feedback to processing department. Includes development of publications about library holdings and use.

17.3 SERVICE PLANNING MODULE

Studies feasibility of adding new proposed services or modifying existing ones. Discusses and decides on new services or changes.

17.4 PATRON USE ANALYSIS MODULE

Analyzes and evaluates data to determine the collection use patterns of both patrons and staff. Develops experiments to evaluate use.

18.0 FISCAL SUBSYSTEM

18.1 BUDGET DEVELOPMENT MODULE

Collects information for preparation of the budget. Prepares budget as scheduled. Manages budget when established.

18.2 FISCAL RESOURCE UTILIZATION ANALYSIS MODULE

Evaluates past expenditures by cost centers (organizational units), cost category, and time periods. Results used in budget preparation.

18.3 FUNDING SOURCE REPORTING MODULE

Identifies both intramural and extramural funding sources together with specific information about the amounts which may be available either to individual campuses or to the entire University.

18.0 FISCAL SUBSYSTEM (Continued)

18.4 SALARY SAVINGS PROJECTIONS MODULE

Analyzes library accounting and time keeping data to determine salary savings available. Correlates staffing need projections with money available and decides disposition of savings.

19.0 PERSONNEL SUBSYSTEM

19.1 TIMEKEEPING MODULE

Performs all routine personnel talks. Maintains and updates records of all library employees with respect to cumulated sick leave, vacation, etc.. Notifies University accounting of amounts for payroll.

19.2 PERSONNEL INFORMATION MODULE

Performs all non-routine personnel duties. Maintains job descriptions. Makes evaluation and decisions relative to placement and advancement. Counsels both personnel and their administrators on their professional growth, appropriateness of assignments, etc.. Handles personnel grievances, special leave requests and policies regarding personnel. Maintains up-to-date list of personnel and their special skills or knowledge.

19.3 DESK SCHEDULING MODULE

Matches available personnel hours against required staffing levels for each service point in the library.

19.4 STAFFING NEEDS PROJECTION MODULE

Projects the staffing level needs for each organizational unit of the library.

19.5 RECRUITMENT PLANNING MODULE

Maintains records of required skills for each job in the library, keeps information files up-to-date on the training specialties of various institutions (library schools), retains all employment inquiries and summaries of the background of applicants. Performs all the tasks of recruitment (e.g. advertising, interviewing, etc.). Selects candidates and hires.

19.6 PERSONNEL TRAINING MODULE

Trains and orients new employees. Follows up on training. Provides on the job training. Prepares manuals. Professional advancement.

20.0 EQUIPMENT AND SUPPLIES SUBSYSTEM

20.1 EQUIPMENT INFORMATION MODULE

Maintains records of equipment use in the library (office and public use equipment) including purchase costs, down times and maintenance costs. Summarizes use studies. Takes a periodic inventory. Recommends purchases. Makes arrangement for maintenance of equipment.

20.2 EQUIPMENT SELECTION MODULE

Evaluates, selects and orders equipment. Makes arrangements for rentals where needed.

20.3 SUPPLIES INVENTORY MODULE

Maintains a record of available supplies (including forms) showing past use rates and inventory levels. Orders and dispurses forms and supplies. Maintains a record of who is responsible for the inventory. Orders all forms.

21.0 PHYSICAL PLANT AND FACILITIES SUBSYSTEM

21.1 BUILDING PLANNING MODULE

Makes long-range plans for facilities required. Includes all activities involved in the acquisition of new facilities from projections to specifications orks with an architect through the building completion, and installation of equipment.

21.2 SPACE UTILIZATION MODULE

Evaluates effectiveness of current utilization of the library's physical plant, allocates available space, plans and carries out rearrangements. Projects needs which cannot be met by present building. Maintains records of space assignments and use.

21.3 WORK-FLOW ANALYSIS MODULE

Simulates and evaluates physical plant and/or office layouts. Involves organizational functions analysis and work-flow analysis to optimize the physical layout of work areas. Works with Space Utilization Module in deciding and effecting changes in arrangements. Performs process control function.

21.4 SECURITY CONTROL MODULE

Performs and directs all activities involved in the security of the building and the collection. Is responsible for the maintenance of the building. Works with the campus Security Office in time of emergency. Provides and administers first aid. Insures communication in time of emergency.

22.0 LIBRARY DOCUMENT SUBSYSTEM

22.1 FORMS CONTROL AND DESIGN MODULE

Standardizes the design of all library forms. Controls their creation and use. Maintains a historical record of forms, their design and use.

22.2 PUBLICATIONS PLANNING AND CONTROL MODULE

Controls all library publications including publicity. Maintains a record of all library publications including information about editorial responsibility, purpose and content, publication schedule, list of recipients, costs, number of copies, vendor, etc.. Prepares publications.

22.3 DOCUMENTS CONTROL MODULE

Establishes and maintains official library policy and procedure manuals. Provides for file maintenance. Sets up means of identifying, retrieving, and distributing documents.

22.4 MAIL PROCESSING MODULE

Picks up and delivers intra-library and extra-library mail. Handles preparation of materials for mailing.

24.0 ORGANIZATION AND POLICY SUBSYSTEM

24.1 ACADEMIC PLANS ANALYSIS MODULE

Displays the academic plans in ways which permit the library support implied by them to be better understood. Correlates library planning in regard to new schools, programs and the like.

24.2 LIBRARY LEGISLATION REPORTING MODULE

Provides information to libraries regarding legislation. Studies current legislative scene to determine how it might might affect the libraries.

24.3 ORGANIZATION ANALYSIS PROCEDURE MODULE

Includes all administrative action and decision. Sets up organizational units and provides for their administration. Documents organization. Sets all general library policy.

24.4 ADMINISTRATIVE INFORMATION CONTROL MODULE

Performs routine tasks of administration. Reminds staff of regular schedules for budget preparation, required reports, meetings, file purging, etc.. Keeps track of committee membership and distributions.

IV. INTERFACES

The following data indicates many of the possible interrelationships among the 71 modules defined for the total UC Library System. The exact nature of interfaces, of course, will depend on the final designs which are evolved at a future date.

This interface information is presented to help clarify the current definitions of the modules and to provide a check list for the designers who will be greatly concerned about the interrelationships of their modules with those which follow.

1.0 COLLECTION DEVELOPMENT SUBSYSTEM

1.1 COLLECTION INFORMATION MODULE

INPUTS	OUTPUTS
5.2 Cataloging statistics. 5.3 Interpretation of cataloging statistics. 10.2 In Process reports. 11.3 Missing material data. 13.2 14.1 Bibliography prep. data. 16.1 Service use information.	1.2 Statistics by subject, 1.3 type of material, lang- 1.4 uage, country, date, etc. 16.1 13.1 Statistics by location 21.1 21.2

1.2 COLLECTION PLANNING MODULE

1.1 Reports on collection. 3.1 Availability of material. 7.1 Book fund accounting. 14.1 Feedback on use of bibliographies. 16.1 Feedback on library use. 17.4 17.1 Faculty desires. 18.1 Budget set up. 18.3 Money sources. 24.1 Academic plans.	1.3 Needs in various areas 1.4 and available funds. 13.1 Planned increases in 21.1 collection. 21.2 18.1 Budget desires. 19.4 Staff needs for processing.

1.3 LIBRARY MATERIALS SELECTION MODULE

OUT Advertisements, dealers catalogs, etc. 1.1 Reports on collection. 1.2 Fund allotments. 2.2 Requests for purchase. 6.4 Unintentional duplicates. 7.1 Book fund accounting. 11.2 Book withdrawal requests. 13.2 11.3 Missing book replacement 13.2 requests. 13.1 Collection weeding advice. 14.1 Bibliography use data.	4.1 Authorized requests. Record of any searching. Annotated advertisements, dealer and publishers catalogs. 5.2 Withdrawals for weeded titles. 6.1 Duplicates not to be added. 6.2 Requests not requiring verification. 6.7 OP requests authorized for purchase.

1.3	LIBRARY MATERIALS SELECTION MODULE (Continued)		
	INPUTS		OUTPUTS
16.1 17.1	Feedback on library service use. Faculty desires.	10.2 13.1 17.1 17.2	Process step complete. Col. weeding decisions. Requests declined.
1.4	OFFERINGS EVALUATION MODULE		
OUT 1.1 1.2 3.1 6.4 7.1 14.1 17.1	Offerings from dealers, donors, exchange partners. Reports on collection. Fund allotments. Vendor selection data. Library material received. Book fund accounting. Feedback on bibliography use. Faculty collection desires.	4.1 6.1 6.2 8.1 8.2 13.1 21.2	Books selected or accepted. Approvals or gifts rejected. O.K. to buy bulk purchase Gift acceptance data. Material available for exchange. Data on bulk purchases and blanket orders for space planning.
2.0	REQUEST SUBSYSTEM		
2.1	REQUEST HANDLING MODULE		
17.1 17.2	Faculty, Staff or student requests.	2.2 10.2	Original request data. In Process record.
2.2	REQUEST HANDLING SERVICES MODULE		
2.1 17.2	Original request data. Reserve request.	1.3 5.2 10.1 10.2 13.1	Request to purchase. New location data for catalog records. Workload statistics. Requests received. Request for relocation.
3.0	SOURCE SELECTION SUBSYSTEM		
3.1	VENDOR DECISION MODULE		
OUT 3.2 8.1 8.2	Information about book markets, publication trends from dealers and publishers. Vendor performance data. Donor information. Exchange availability.	1.2 1.4 6.6 6.7 8.1	Material availability. Vendor evaluations. Information on specific dealers. OP dealers to be used. Possible donor data.
3.2	VENDOR PERFORMANCE ANALYSIS MODULE		
6.1 6.3 6.4 6.5 6.7	Duplication data. Claiming data. Vendor response time. Vendor discount. Vendor OP response rate.	3.1	Comparative analytical data required to select the best sources for obtaining library materials

4.0 BIBLIOGRAPHIC SEARCHING SUBSYSTEM

4.1 SEARCHING MODULE

INPUTS		OUTPUTS	
1.3	Request for library material; record of previous searching; marked OP catalogs.	5.1	Cataloging copy or source of copy (including book, if in hand).
1.4	Library materials already received via gifts, exchange, approval plans and selected for retention.	5.2	Catalog errors found.
5.2	Filing rules and main bibliographic files.	5.3	New entry verification for authority file.
5.3	Authority files.	6.2	Verified in print and ordering information for requested titles.
6.4	Books needing searching.	10.1	Work load statistics.
10.2	Scheduling data.	10.2	In Process record.
		17.1	Recommended title already in collection note.

5.0 BIBLIOGRAPHIC RECORD SUBSYSTEM

5.1 BIBLIOGRAPHIC RECORD MODULE

4.1	Catalog copy or source of copy plus book, if in hand	5.2	The catalog record.
5.3	Authority file information	5.3	New authority file data.
6.2	Entry closing (ceased pub)	9.1	Data on books requiring binding.
6.4	Library material (all forms and categories).	9.2	Data on books requiring labeling.
13.1	Location of material.	10.1	Work load statistics.

5.2 CATALOG MAINTENANCE MODULE

1.3	Weeded title withdrawals.	1.1	Data for interpretation of cataloging statistics.
2.2	New location data for catalog records.	4.1	Filing rules and main bibliographic file.
4.1	Catalog errors found.	9.2	Specifies preparation of dummies.
5.1	The complete bibliographic record.	10.1	Workload statistics.
6.4	Data on added copies or volumes.	10.2	In Process data.
9.1	Newly bound holdings notification.	13.1	Catalog statistics.
11.7	Data for reinstating lost books.	17.4	
13.1	New location information.	21.1	
13.2	Data on missing books or suggested withdrawals.	21.2	
17.2	Requests for additional See References.	16.1	All bibliographic files and statistical information about them.
		17.1	Material available notice.
		18.1	Budget request.

5.3 BIBLIOGRAPHIC AUTHORITY CONTROL MODULE

4.1	Verified entry for authority file	1.1	Data for interpretation of cataloging statistics.

5.3 BIBLIOGRAPHIC AUTHORITY CONTROL MODULE (Continued)	
INPUTS	OUTPUTS
5.1 New authority data from cataloger.	4.1 Authority file. 5.1 Authority data for cataloger.
6.0 ORDER SUBSYSTEM	
6.1 SURPLUS CONTROL MODULE	
1.3 Unwanted duplicate items. 1.4 Approval or gift rejections. 6.4 Material ordered for exchange. 8.2 Request to send material to exchange partner. 10.2 Duplicate outstanding order data.	3.2 Data for vendor performance analysis. 8.2 Lists for exchange, exchange items, books to be sold or given away. 10.1 Work load statistics. 10.2 Note that books returned to vendor.
6.2 ORDER INITIATION MODULE	
OUT Dealers reports. 1.3 Purchase authorization 16.1 for titles not needing verification. 1.4 O.K. to order bulk purchases. 4.1 Searched requests. 6.4 Request for confirming order. 6.6 Vendor information. 6.7 Want list items to be ordered. 7.2 Currency conversion. 8.2 Request for material from exchange partner.	OUT Orders to vendors. 5.1 Entry closing. 7.1 Encumberance information. 10.1 Work load statistics. 10.2 Date order sent to vendor.
6.3 CLAIMS PROCESSING MODULE	
6.6 Vendor addresses. 10.2 Report of overdue receipt of material or invoices.	OUT Claims for material or invoices. 3.2 Vendor performance analysis data. 10.2 Data on claims sent to vendors.
6.4 RECEIVING MODULE	
OUT Library material from vendors, donors, exchange partners, etc. 10.2 Receiving record for check in.	1.3 Unintentional duplications. 1.4 Gifts, exchange or approval material. 3.2 Data for vendor performance analysis. 4.1 Books needing searching. 5.1 Library materials.

6.4 RECEIVING MODULE (Continued)

INPUTS	OUTPUTS
	5.2 Added copies and volumes data. 6.1 Material ordered for exchange. 6.2 Requests for confirming order. 6.5 Invoice with material. 6.6 Latest vendor address. 8.1 Data on received gift. 8.2 Information on received exchange items. 9.1 Last issue of volume data. 10.1 Workload statistics. 10.2 Material received or dealer's reports data. 16.1 Latest holdings information, especially about serials. 17.1 New acquisitions lists.

6.5 INVOICE PROCESSING MODULE

OUT Invoices separately received. OUT University accounting data. OUT Vendor credit memos. 6.4 Invoices received with material. 6.6 Vendor address. 7.2 Currency conversion.	OUT Authorization to pay to University Accounting. 3.2 Vendor performance. 6.6 Latest vendor address. 7.1 Amount paid for item. 10.1 Workload statistics. 10.2 Invoice receipt data.

6.6 VENDOR FILE MAINTENANCE MODULE

3.1 Vendor characteristics. 3.2 Vendor performance data. 6.4 Representatives names and addresses. 6.7 Addresses from OP catalogs	6.2 Vendor data for ordering. 6.3 Vendor data for claiming. 6.5 Vendor addresses. 6.7 Priority file for OP vendor selection.

6.7 WANT LIST PROCESSING MODULE

OUT Dealer responses to want lists. 1.3 Discussion on OP items. 3.1 Preferred OP dealers. 4.1 Searched requests. 6.6 Vendor selection data.	OUT Want lists to dealers. 3.2 Data for vendor performance analysis. 6.2 Want list items to be ordered. 6.6 New OP dealer addresses. 10.2 Request and response data.

7.0 ACCOUNTING SUBSYSTEM

7.1 BOOK FUND ACCOUNTING MODULE

7.1	BOOK FUND ACCOUNTING MODULE (Continued)		
	INPUTS		OUTPUTS
OUT 6.2 6.5 7.2 8.2 18.1	Journal charges and other UC accounting data. Accounts to be encumbered. Amounts paid on invoices. Currency conversion. Value of exchanges sent and received. Budget allocations.	1.2 1.3 1.4 8.2 10.2 18.2	Reports on status of funds. Exchange balance report. In Process data on payment. Data for evaluating expenditures.
7.2	CURRENCY CONVERSION MODULE		
OUT	International monetary exchange value reports.	6.2 6.5 7.1	For ordering. For invoice processing. For book fund accounting.
7.3	ADMINISTRATIVE ACCOUNTING MODULE		
OUT OUT 18.1 19.1 20.2 20.3 22.2	Invoices, recharges, statements from vendors. UC Accounting data. Budget allocations. Use of personnel funds. Equipment fund encumberance. Supplies encumberance. Publication funds encumbered.	10.1 18.1 18.2 18.4 20.2 20.3 21.1 22.2	Expenditures by cost center and category. Record of expenditure. Data for evaluating expenditures. Reports on status of personnel funds. Equipment funds available. Supplies funds available. Status of building funds. Status of all funds.
8.0	AUXILIARY SOURCE SUBSYSTEM		
8.1	DONOR REGISTRY MAINTENANCE MODULE		
1.4 3.1 6.4	Gift acceptance data. Possible donor data. Information on receipt of gift.	OUT 3.1	Negotiations with donors. Donor history.
8.2	EXCHANGE PROGRAM CONTROL MODULE		
OUT 1.4 6.1 6.4 7.1	Requests for exchange from partner Exchange material offered by partner. Material available for exchange. Information on receipt of exchange items. Exchange balance report.	OUT 3.1 6.1 6.2 7.1	Exchange offerings to partners. Exchange conditions. Material provided to partner. Request for material from partner. Value of material received and sent on exchange.
9.0	BOOK PREPARATION SUBSYSTEM		
9.1	BINDING CONTROL MODULE		

9.1	BINDING CONTROL MODULE (Continued)		
OUT	Material from bindery.	OUT	Material to bindery.
5.1	Library material to be bound.	5.2	Data on newly bound holdings.
6.4	Last issue of a volume information.	9.2	Books to be processed for circulation.
11.2	Material to be rebound.	10.1	Workload statistics.
		10.2	In Process data.
		11.1	Bindery record charging.
		11.2	Bindery record discharging.
		13.3	Books to be shelved.
		18.1	Binding services budget request.
9.2	BOOK PROCESSING MODULE		
5.1	Library material to be processed for circulation.	10.1	Workload statistics
5.2	Request for dummies.	10.2	In Process data.
9.1	Books to be processed for circulation.	11.2	Relabeled books to be discharged.
11.2	Books to be relabeled.	13.3	Processed volume ready for circulation.
10.0	PROCESS MONITORING SUBSYSTEM		
10.1	COST ACCOUNTING MODULE		
ALL	Production and workload statistics from all subsystems.	18.1	Operating cost data and projections.
7.3	Expenditures by cost center.	18.2	Productivity reports.
19.1	Timekeeping data.	19.2	Work load projections.
19.2	Salary data.	19.4	Cost distribution by organization.
20.1	Equipment cost data.	24.3	
10.2	IN PROCESS CONTROL MODULE		
1.3	Record of each completed processing step for each piece of library material acquired by the library.	1.1	In Process information.
2.1		4.1	
2.2		11.3	
4.1		11.5	
5.2		13.1	
6.1		16.1	
6.2		17.1	
6.3		6.1	Duplicated order data.
6.4		6.3	Material or invoice claiming information.
6.5		6.4	Receiving files.
6.7		21.3	Process flow data.
7.1			
9.1			
11.0	STANDARD LOAN SUBSYSTEM		

11.1 BOOK CHARGING MODULE	
INPUTS	OUTPUTS
9.1 Charge to bindery. 11.5 Material to be charged to user or borrowing library. 11.6 Patron eligibility verification. 13.3 Materials to be charged.	10.1 Workload statistics. 11.4 Information for long term loan list. 11.7 Date due and record for overdue processing. 13.1 Charge file data. 17.4 Data for use analysis.
11.2 BOOK DISCHARGING MODULE	
OUT Library material returned. 9.1 Bindery returns. 9.2 Relabeling returns.	1.3 Recommendation to withdraw a title. 9.1 Books needing rebinding. 9.2 Books needing relabeling. 10.1 Workload statistics. 11.3 Hold or recalled book. 11.7 Overdue book returned. 13.3 Library material for shelving.
11.3 HOLDS, RECALLS AND SEARCHING MODULE	
10.2 Reports showing special 13.1 locations of materials. 11.2 Hold or recall book discharged.	1.1 Missing book information. 1.3 Missing book notification. 13.2 10.1 Workload statistics.
11.4 LONG TERM LOAN LIST PRODUCTION MODULE	
11.1 Circulation file. 11.6 Patron address data.	13.1 Long term charges to 13.3 special locations.
11.5 INTERLIBRARY LOAN CONTROL MODULE	
OUT Requests for loans. 10.2 Reports showing special 13.1 locations of materials. 16.2 Photocopies of original.	10.1 Workload statistics. 11.1 Material to be charged to user or borrowing library. 16.2 Request for copies.
11.6 PATRON REGISTRY MAINTENANCE MODULE	
OUT Student and faculty data. OUT Requests for library cards 11.7 Delinquent patron data. 19.2 Library staff data.	11.1 Eligibility of borrower. 11.4 Patron addresses for long term loans. 11.7 Patron address for overdues and bills. 17.2 Information about 17.4 patrons.
11.7 OVERDUE BOOK PROCESSING MODULE	
11.1 Circulation file. 11.2 Information that book was overdue. 11.6 Patron address.	5.2 Reinstatement information. 11.6 Patron delinquency data. 10.1 Workload statistics.

13.0 STACK CONTROL SUBSYSTEM

13.1 COLLECTION ACCESSIBILITY CONTROL MODULE

INPUTS		OUTPUTS	
1.1	Collection information.	1.3	Advice for weeding.
1.2	Collection planning.	5.1	General location decisions.
1.3	Collection weeding decisions.	5.2	New location information.
1.4	Data on bulk purchases and blanket orders.	11.3	Location reports
2.2	Requests for relocating books	11.5	
5.2	Catalog statistics.	16.1	
10.2	In Process records.	21.1	
11.1	Charge file data.	21.2	
11.4	New location data.	13.3	Relocation information.
13.3	Stack crowding data.		
16.1	Requests for shifting collection.		
17.4	Patron use analysis.		
21.3	Location changes to improve work flow.		

13.2 COLLECTION INVENTORY MODULE

11.3	Missing item reports.	1.1	Reports missing items.
		1.3	
		5.2	Missing items and suggested withdrawals.
		21.2	Inventory reports.
		21.4	Reports on collection security.

13.3 STACK MAINTENANCE MODULE

OUT	Call slips for material.	11.1	Material to be charged.
9.1	Books ready for shelf.	13.1	Stack crowding data.
9.2		20.2	Stack equipment needed.
11.2			
11.4	Relocation information.		
13.1			

14.0 INFORMATION RETIREVAL SUBSYSTEM

14.1 BIBLIOGRAPHY PREPARATION MODULE

16.1	Requests for bibliographies on specific subjects, time periods, etc.	1.1	Feedback on requests for
		1.2	bibliographies.
		1.3	
		1.4	
22.2	Requested publications.	10.1	Workload statistics.
		16.1	Requested bibliographies.
		22.2	Requests for publication.

14.2 SELECTIVE DISSEMINATION OF INFORMATION MODULE	
INPUTS	OUTPUTS
OUT Data bases. 16.1 SDI requests, user profiles and feedback on value of SDI reports received. 17.1 Faculty feedback on SDI services.	OUT Abstracts, citations, full text, (SDI Reports to user). 10.1 Workload statistics.

16.0 PATRON SERVICES SUBSYSTEM	

16.1 INFORMATION GUIDANCE SERVICES MODULE	
OUT User profiles and feedback on value. 1.1 Collection information. 5.2 All bibliographic library files and statistical information about them. 6.4 Latest holdings information (Serials). 10.2 In process reports. 13.1 Location reports. 14.1 Requested bibliography. 17.1 Faculty liason reports. 17.2 Patron feedback on value. 19.3 Desk schedule. 22.2 Requested publications.	OUT All forms of reference services and assistance to users. 1.1 Feedback on library service use. 1.2 1.3 6.2 Request not requiring verification. 13.1 Request for shifting collection. 14.1 Requests for bibliographies. 14.2 Subject profiles of users. 17.2 Replies to patron service suggestions. 17.3 Patron service acceptance data. 17.4 Workload statistics. 21.1 Service pattern for space 21.2 planning. 22.2 Requests for publication guides, directories, signs.

16.2 PATRON SERVICES MODULE	
OUT Requests for special services. 11.5 Requests for photocopies. 22.2	11.5 Copies as requested. 22.2 20.2 Equipment needs.

17.0 SERVICES QUALITY CONTROL SUBSYSTEM	

17.1 FACULTY LIASON MODULE	
OUT Requests for library material. 1.3 Declined requests. 4.1 Recommended title now in collection.	OUT Reports to faculty. 1.2 Faculty desires for the 1.3 collection. 1.4 2.1 Purchase requests.

17.1 FACULTY LIASON MODULE (Continued)	
INPUTS	OUTPUTS
5.2 Material available notice. 6.4 New acquisitions lists. 10.2 In process information.	14.2 Faculty reports on SDI service. 16.1 Faculty reports on service in general.
17.2 PATRON RELATIONS MODULE	
OUT Reserve requests. OUT Patron complaints, suggestions, problems. 1.3 Declined request to buy books. 11.6 Patron information file. 22.2 Requested publications.	OUT Discussions with patrons about service. 2.1 Book requests. 2.2 Reserve requests. 5.2 Additional See Reference requests. 16.1 Feedback on service. 21.1 Feedback on building lay- 21.2 out and its use. 22.2 Requests on publications.
17.3 SERVICE PLANNING MODULE	
16.1 Patron service acceptance comments. 17.4 Patron use analyses reports. 21.1 Building plans.	18.1 Budget requests. 19.3 Plans for service changes. 19.4 Reports showing staffing, 20.1 funding, library effect- 21.1 iveness and implications 21.2 of decisions.
17.4 PATRON USE ANALYSIS MODULE	
5.2 Catalog statistics. 11.1 Circulation data. 11.6 Patron information file. 16.1 Service statistics.	1.2 Reports how the present 13.1 library collection and 17.3 services are being used 18.1 and recommends changes 19.2 and improvements. 19.3 21.2 21.4 24.3
18.0 FISCAL SUBSYSTEM	
18.1 BUDGET DEVELOPMENT MODULE	
1.2 Book funds budget desires. 5.2 Cataloging services budget request. 7.3 Record of non-book fund expenditures. 9.1 Binding services budget request. 10.1 Reports of cost accounting. 17.3 Service budget requests.	1.2 Budget reports, preliminary and final. Interpretation of budgets. 7.1 7.3 19.5 Recruitment planning. 20.2 Equipment budgets. 20.3 Supplies budgets. 21.1 Budget data for decisions. 24.3 22.2 Publications budgets.

18.1 BUDGET DEVELOPMENT MODULE (Continued)	
INPUTS	**OUTPUTS**
17.4 Patron use analyses and workload projections. 18.2 Resource utilization analysis. 18.3 Funding source reports. 19.4 Staff budget requests. 20.1 Equipment maintenance costs. 20.2 Equipment budget requests. 20.3 Supplies budget requests. 21.1 Building plans. 21.2 Remodeling budget requests. 22.2 Publication budget requests. 24.1 Academic plans. 24.4 Reminders and deadlines.	
18.2 FISCAL RESOURCE UTILIZATION ANALYSIS MODULE	
7.1 Book funds use, administrative funds use. 7.3 10.1 Cost accounting reports.	18.1 Fund utilization reports.
18.3 FUNDING SOURCE REPORTING MODULE	
24.2 Reports on possible sources and amounts of funds which may be available.	1.2 Information on sources of funds.
18.4 SALARY SAVINGS PROJECTIONS MODULE	
7.3 Status of personnel funds. 19.1 Timekeeping reports. 19.2 Salary data. 19.4 Staffing needs.	19.4 Money available for 19.5
19.0 PERSONNEL SUBSYSTEM	
19.1 TIMEKEEPING MODULE	
19.2 Personnel data	7.3 Use of personnel funds. 10.1 Data for cost analysis. 18.4 Summary reports on personnel time.
19.2 PERSONNEL INFORMATION MODULE	
10.1 Analysis of production. 17.4 Analysis of service loads. 19.5 New personnel data.	10.1 Salary data. 11.6 Personnel lists. 21.4 18.4 Salary data. 19.1 Data for timekeeping. 19.5 Personnel availability. 22.4 Personnel mail stations. 24.3 Positions assigned.

19.3 DESK SCHEDULING MODULE	
INPUTS	OUTPUTS
17.3 Plans for changes in service 17.4 Work load information	16.1 Service desk schedules
19.4 STAFFING NEEDS PROJECTION MODULE	
1.2 Collection planning as it affects staff 10.1 Work load projections 17.3 Service staff needs 18.4 Money for hiring 21.3 Recommendations for shifting staff for new workloads	18.1 Staff budget requests 18.4 Staffing needs
19.5 RECRUITMENT PLANNING MODULE	
18.1 Positions budgeted 18.4 Money for hiring 19.2 Personnel availability	19.2 Information on new personnel 24.3 Staff selected
19.6 PERSONNEL TRAINING MODULE	
OUT UC administrative manuals 22.2 Requested training publications 24.3 Library personnel policies	22.2 Requests for formal brochures, training manuals, and other pertinent employee guides (written policies)
20.0 EQUIPMENT AND SUPPLIES SUBSYSTEM	
20.1 EQUIPMENT INFORMATION MODULE	
OUT Equipment vendor support 17.3 Service planning data	10.1 Reports giving operating costs and statistics on machine use 18.1 Equipment needs 20.2 24.4 Inventory reports, schedules for preventative maintenance.
20.2 EQUIPMENT SELECTION MODULE	
OUT Vendor brochures. 7.3 Equipment funds available 13.3 Stack equipment needed. 16.2 Service equipment needed. 18.1 Budget available. 20.1 Equipment needed.	OUT Orders for equipment. 7.3 Fund encumberance for equipment. 18.1 Budget requests.
20.3 SUPPLIES INVENTORY MODULE	
7.3 Funds available for supplies	OUT Order for supplies. 7.3 Encumberances for

20.3 SUPPLIES INVENTORY MODULE (Continued)	
INPUTS	OUTPUTS
18.1 Budget available. 22.1 OK to order forms	supplies. 18.1 Budget requests.
21.0 PHYSICAL PLANT AND FACILITIES SUBSYSTEM	
21.1 BUILDING PLANNING MODULE	
1.1 Growth of collection. 1.2 5.2 Cataloging statistics. 7.3 Status of building funds. 13.1 Location planning reports 16.1 Service pattern needs. 17.2 Feedback on building use and space needs. 17.3 Service plans. 18.1 Budget reports. 21.2 Space utilization. 21.4 Security advising.	17.3 Building projections. 21.2 18.1 Budget requests.
21.2 SPACE UTILIZATION MODULE	
OUT Requests for study space. 1.1 Data on growth of the 1.2 collection. 1.4 5.2 13.1 Location reports. 13.2 Inventory reports. 16.1 Service pattern needs. 17.2 Feedback on building use 17.3 and space needs. 17.4 Patron use analyses. 21.1 Building projections. 21.4 Security advising.	18.1 Budget requests for remodeling. 21.1 Building needs. 21.3 Building use data.
21.3 WORK FLOW ANALYSIS MODULE	
10.2 Process flow data. 21.2 Building and work layout data.	13.1 Changes in library layout. 19.4 Staff shifting recommendations.
21.4 SECURITY CONTROL MODULE	
13.2 Reports on security of the collection. 17.4 Patron use analysis. 19.2 Personnel data lists.	21.1 Security advising. 21.2 24.3
22.0 LIBRARY DOCUMENT SUBSYSTEM	
22.1 FORMS CONTROL AND DESIGN MODULE	

22.1	FORMS CONTROL AND DESIGN MODULE (Continued)		
	INPUTS		OUTPUTS
ALL	Requests for forms.	20.3	Authorization of forms to be ordered.
22.2	PUBLICATIONS PLANNING AND CONTROL MODULE		
OUT 7.3 14.1 16.1 17.2 19.6	Material from printers. Status of funds. Requests for publications	OUT 7.3 14.1 16.1 17.2	Orders for printing. Publications encumberances. Requested publications.
16.2 18.1	Photocopies as requested. Budgeted funds.	16.2 18.1	Requests for photocopies. Budget requests.
22.3	DOCUMENTS CONTROL MODULE		
24.3	General library policies and procedures.	24.4	Documents for administrative reference.
22.4	MAIL PROCESSING MODULE		
OUT 19.2	Mail received. Personnel mail stations.	OUT	Mail sent out.
24.0	ORGANIZATION AND POLICY SUBSYSTEM		
24.1	ACADEMIC PLANS ANALYSIS MODULE		
OUT	University planning reports.	1.2 18.1	Information needed for collection planning. Data for budget development.
24.2	LIBRARY LEGISLATION REPORTING MODULE		
OUT	State and federal legislative publications and special review publications from ALA, UC, Etc.	18.3 24.3 24.4	Alert and report to librarians all legislation affecting library financing and intellectual freedom.
24.3	ORGANIZATION ANALYSIS PROCEDURE MODULE		
10.1 17.4 18.1 24.2 19.2 19.5 21.4	Operating costs by organization. Information needed for administrative decision. Personnel position assignments. Staff selected. Advice on security measures.	19.6 22.3 24.4	Administrative decisions, policies and procedures.

24.4 ADMINISTRATIVE INFORMATION CONTROL MODULE

INPUTS		OUTPUTS	
OUT	University wide schedules.	18.1	Budget preparation schedule.
20.1	Equipment information.		
22.3	Policy and procedure documents for reference.		
24.2	Legislation reports.		
24.3	Decisions on reports and meetings.		

THE TOTAL SYSTEM

LIBRARY SYSTEMS DEVELOPMENT PROGRAM

1.0 COLLECTION-DEVELOPMENT SUBSYSTEM-(1.1) Collection Information, (1.2) Collection Planning, (1.3) Library Materials Selection, (1.4) Offerings Evaluation.
2.0 REQUEST SUBSYSTEM-(2.1) Request Handling, (2.2) Request Handling Services.
3.0 SOURCE SELECTION SUBSYSTEM-(3.1) Vendor Decision, (3.2) Vendor Performance Analysis.
4.0 BIBLIOGRAPHIC SEARCHING SUBSYSTEM-(4.1) Searching
5.0 BIBLIOGRAPHIC RECORD SUBSYSTEM-(5.1) Bibliographic Record, (5.2) Catalog Maintenance, (5.3)Bibliographic Authority Control.
6.0 ORDER SUBSYSTEM-(6.1) Surplus Control, (6.2) Order Initiation, (6.3)Claims Processing, (6.4)Receiving, (6.5)Invoice Processing, (6.6)Vendor File Maintenance, (6.7)Want List Processing.
7.0 ACCOUNTING SUBSYSTEM-(7.1)Book Fund Accounting,(7.2)Currency Conversion, (7.3)Administrative Accounting.
8.0 AUXILIARY SOURCE SUBSYSTEM-(8.1)Donor Registry Maintenance, (8.2)Exchange Program Control.
9.0 BOOK PREPARATION SUBSYSTEM-(9.1)Binding Control, (9.2)Book Labeling
10.0 PROCESS MONITORING SUBSYSTEM-(10.1)Cost Accounting, (10.2) In-Process Control.
11.0 STANDARD LOAN SUBSYSTEM-(11.1)Book Charging, (11.2)Book Discharging, (11.3)Holds and Recalls Processing, (11.4) Long Term Loan List Production, (11.5)Interlibrary Loan Control, (11.6)Patron Registry Maintenance, (11.7) Overdue Book Processing.
13.0 STACK CONTROL SUBSYSTEM-(13.1)Collection Accessibility, (13.2) Collection Inventory, (13.3)Stack Maintenance.
14.0 INFORMATION RETRIEVAL SUBSYSTEM-(14.1)Bibliography Preparation, (14.2)Selective Dissemination of Information.
16.0 PATRON SERVICES SUBSYSTEM-(16.1)Information Guidance Services, (16.2)Patron Services.
17.0 SERVICES QUALITY CONTROL SUBSYSTEM-(17.1)Faculty Liason, (17.2)Patron Relations, (17.3)Service Planning, (17.4) Patron Use Analysis.
18.0 FISCAL SUBSYSTEM-(18.1)Budget Development, (18.2)Fiscal Resource Utilization Analysis, (18.3)Funding Source Reporting, (18.4)Salary Savings Projections.
19.0 PERSONNEL SUBSYSTEM-(19.1)Timekeeping, (19.2)Personnel Information, (19.3)Desk Scheduling, (19.4)Staffing Needs Projection, (19.5)Recruitment Planning, (19.6)Personnel Training.
20.0 EQUIPMENT & SUPPLIES SUBSYSTEM-(20.1)Equipment Information, (20.2)Equipment Selection, (20.3)Supplies Inventory.
21.0 PHYSICAL PLANT & FACILITIES SUBSYSTEM-(21.1)Building Planning, (21.2)Space Utilization, (21.3)Work Flow Analysis, (21.4)Security Control.
22.0 LIBRARY DOCUMENT SUBSYSTEM-(22.1)Forms Control and Design, (22.2)Publications Planning and Control, (22.3)Documents Control, (22.4)Mail Processing.
24.0 ORGANIZATION & POLICY SUBSYSTEM-(24.1)Academic Plans Analysis, (24.2)Library Legislation Reporting, (24.3)Organization Analysis Procedure, (24.4)Administrative Information Control.

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